



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
Telefax
(617) 796-1086
www.newtonma.gov

Candace Havens
Director

ACCESSORY APARTMENT APPLICATION

DATE RECEIVED: _____ PROJECT #: _____ ZONING DISTRICT: _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

CURRENT USE: _____ PROPOSED USE: _____

IS THE APARTMENT (Check all that apply):

☐ NEW ☐ IN A DETACHED STRUCTURE ☐ EXISTING, WHEN WAS IT ESTABLISHED: _____

WHEN WAS THE PRINCIPAL DWELLING, STRUCTURE OR ADDITION, IN WHICH THE APARTMENT IS LOCATED, BUILT: _____

ARE EXTERIOR ALTERATIONS REQUIRED: ☐ NO ☐ IF YES, DESCRIBE BELOW:

APARTMENT SIZE: TOTAL AREA _____ SQUARE FEET

(Minimum of 400 square feet and a maximum of 1,000 square feet or 33% of the total building size in the dwelling structure, whichever is less. Except apartments in a legal nonconforming two-family dwelling or a detached structure shall be a minimum 400 square feet and a maximum of 1,200 square feet or 33% of the total building size, whichever is less. a habitable unit includes living, sleeping, cooking and sanitation.)

PARKING: EXISTING _____ PROPOSED _____

(Parking dimensions must be a minimum of 9' X 19', and each space must be drawn to scale on the site plan.)

REVIEWS BY OTHER REGULATORY AUTHORITIES? ☐ NO ☐ IF YES, EXPLAIN THE STATUS OF OTHER REVIEWS BELOW:

SITE INFORMATION

ANY PRIOR SPECIAL PERMITS, VARIANCES, EASEMENTS, AND/OR SPECIAL RESTRICTIONS? ☐ NO ☐ IF YES, DESCRIBE BELOW:

THE PROJECT FILING MATERIALS SHOULD INCLUDE THE FOLLOWING INFORMATION IN CURRENT AND PROPOSED CONDITIONS:

REQUIRED SUBMITTAL CHECKLIST (CHECK ALL BEING SUBMITTED)					
<input type="checkbox"/>	Evidence of Ownership and Residence	<input type="checkbox"/>	Plot Plan or As-built Survey Describing the Project Site	<input type="checkbox"/>	Site Structures and Improvements
<input type="checkbox"/>	Façade Elevations and/or Floor Plans	<input type="checkbox"/>	Delineation of Wetlands or Watercourses	<input type="checkbox"/>	Parking & Circulation
<input type="checkbox"/>	Utility Details	<input type="checkbox"/>	Landscaping / Screening	<input type="checkbox"/>	Site Encumbrances

(All plans **MUST** be signed, stamped, dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. As necessary, the Department may request additional information. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

ACCESSORY APARTMENT APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is required prior to submitting any land use permitting or review application. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. These meetings are held weekly on Wednesday mornings. Most people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next step and handouts further explaining the review and approval process.

APPLICATION SUBMISSION REQUIREMENTS: An application for an accessory apartment will not be accepted by the Planning Department (Department) until it is determined to be complete. Whether an accessory apartment qualifies for review pursuant to a Review of Accessory Apartment Petition (RAAP) or Special Permit is determined by the Commissioner of Inspectional Services (Commissioner). **Inaccurate information or incomplete applications may delay the review of your project.** The items needed for a complete application include:

FORMS: A completed General Permit Application form and Accessory Apartment Application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is **mandatory** on the General Permit Application. Please provide current contact information on the General Application form to ensure City staff is able to contact the appropriate people regarding the project. On the Accessory Apartment Application, be sure to fill in all possible fields with accurate information to describe the project.

FEES: The fee for an Accessory Apartment Application is dependent on the type of review. The application fees are as follows: \$100.00 for a RAAP and \$250.00 for a Special Permit. All fees are subject to change.

PROJECT DESCRIPTION: A detailed letter or narrative describing the project, which includes:

1. Parking and Circulation movements within and off the site;
2. The ability to screen parking areas and structure(s) from adjoining properties or streets through an acceptable means (i.e. walls, fences, plantings or other means);
3. Consideration of all exterior alterations and the location and design of structures, specifically in terms of exterior landings and stairs, on the site and their relationship to nearby structures in terms of scale, materials, color, roof and cornice lines;
4. Compliance with all applicable building, fire, and health codes; and
5. Avoidance of the removal or disruption of historic resources on and off the site.

SUBMITTALS: Each accessory apartment application shall be accompanied by copies of the project filling materials identified on the front page of this form. Any plans that are submitted as part of an application should be signed, stamped, dated, drawn to scale, clearly labeled, and not exceed 11" x 17", except as requested by the Department.

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the Department; and
2. The required number of hard copies of the complete application packet, including completed forms, depends on the type of review and is as follows: two (2) copies for a RAAP and fifteen (15) copies for a Special Permit.

APPLICATION REVIEW PROCESS: The Department, upon receipt of a complete application packet, shall solicit comments from other City agencies. Upon the receipt of any responses, the Department shall review the application for compliance with the applicable City ordinances. Then, depending on the type of review, the following will occur:

RAAP: The Department may issue nonbinding recommendations to the petitioner for changes to the project. Upon completion of the review, the Department shall inform, in writing, the Commissioner that the petitioner has complied with the procedural requirements and whether the petition has complied with the regulations of the Newton Zoning Ordinance. This statement shall be made within sixty (60) days after receipt of the site plan application.

Special Permit: The petition will be scheduled for a public hearing before the Land Use Committee (LUC), a subcommittee of Board of Alderman. Once the LUC has completed its review of the project a recommendation will be made and sent to the Board of Alderman for consideration. The Board of Alderman will then act upon the application within 90 days of the public hearing.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.